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VTrade Document Checklist **Transaction Reference & Date VTrade Account No Buyer Name** Visa Online Merchant No Merchant/Seller Name Buyer and Seller is to agree on terms of each documents, sign-off on checklist after negotiation and finalization on VTrade Web 3004 VTrade Documents Discrepancies Pressing on document icon will bring Noted user to stored document page Bill of Lading/Airwaybill/Truck BL ☐ Commerical Invoice ☐ Insurance Note/Certificate 3002-□ Packing/Weight List □ Commercial Invoice □ Certificate of Origin ☐ Custom's Declaration ☐ Counselor's Invoice □ Sanctions/Boycott Declarations ☐ Lab Test Report □ Beneficiary's Certificate □ Others (Please Specify) □ Others Discrepancies Buyer's Signature 0 Forward to Bank for Payment Authorization Page 1 of 1 Due Diligence to VTrade

Figure 30